

**COUNTY OF SAN DIEGO
VOLUNTEER REPORT FORM
PERIOD: JULY 1, 2000 - JUNE 30, 2001**

1. DEPARTMENT/COURT INFORMATION:

Department/Court: Office of Trade and Business Development

Division/Unit: CAO Office

2. VOLUNTEER PROGRAM BENEFITS:

- a. GENERAL VOLUNTEERS (this section should include community volunteer, student intern, groups, corporations, etc.)

No. Vol.	5	Hours	693	X	15.39 =	10665.27
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Types of work performed by GENERAL VOLUNTEERS in this category:

Answer phones, general clerical work, mass mailouts, convert files into mailing labels,
fold letters/flyers, fax, phone calls, research projects, write articles for newsletters,
create brochures, flyers and booklets for OTBD.

- b. INSTITUTIONAL VOLUNTEERS (this section should include court referrals, honor camp inmates, PIC/RETC, GAIN, etc.)

No. Vol.	0	Hours	0	X	15.39 =	0
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Types of work performed by INSTITUTIONAL VOLUNTEERS in this category:

- c. SPECIALIZED VOLUNTEERS (this section should include utilization of Special Volunteers in positions requiring specific skills and/or expertise levels, for example, an attorney, physician, sports figure or celebrity). These specialized positions have verifiable compensation levels [VCL]. If you have such a volunteer, please indicate the position, hours and compensation level below.)

<u>Position</u>	<u>Hours</u>	X	<u>VCL</u>	=	<u>Dollar Benefit</u>
<u>45</u>	<u>6840</u>		<u>\$100.00</u>		<u>Cannot Quantify</u>
					<u>\$684,000.00</u>
					<u>\$0.00</u>

No. Vol.	45	Total Hours	6840	Total Value	684000
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Types of work performed by SPECIALIZED VOLUNTEERS in this category:

Economic Data Analysis, Scientific Research, Business Input, and Ordinance Review.

The hourly rate for these people is unattainable, they are world renowned scientists,

CEO's, and President's of large businesses.

d. TOTALS OF DEPARTMENT VOLUNTEERS (from above):

<u>No. of Volunteers</u>	<u>Hours</u>	<u>Dollar Benefit</u>
<u>5</u>	<u>693</u>	<u>\$10,665</u>
<u>0</u>	<u>0</u>	<u>\$0</u>
<u>45</u>	<u>6840</u>	<u>\$684,000</u>

TOTALS:	50 Total Hours	7533 Total Value	694665.27
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3. DONATIONS TO VOLUNTEER PROGRAM:

Please list all donations to the department's Volunteer Program including monetary donations and tangible/intangible items. Items such as computers, air time, transportation, books, etc. Please assign a fair market value to each and add to the total value of the donations section.

Item Donated	<u>None</u>	Value:	<u></u>
Item Donated	<u></u>	Value:	<u></u>
Item Donated	<u></u>	Value:	<u></u>
Item Donated	<u></u>	Value:	<u></u>

TOTAL VALUE =	<u>0</u>
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4. VOLUNTEER PROGRAM COSTS:

a.

Cost of direct supervision of Volunteers (total hours of direct supervision multiplied by the hourly rate of staff person[s] directly supervising program volunteers.)

Hours	20	X	Rate	14.49	289.8
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b. Cost of program coordination (total hours of program coordination multiplied the hourly rate of coordinator[s]). This section should include coordination of staff, compiling statistics, job description preparation, volunteer placement, recognition, etc.)

Hours

456

X

Rate

25

11400

c. Other program costs (training materials/supplies, recognition costs, etc.):

Item : None Cost:

Item : Cost:

Item : Cost:

TOTAL OF OTHER PROGRAM COSTS =

0

d. TOTAL OF PROGRAM COST (4a+4b+4c) =

11689.8

5. NET BENEFIT TO DEPARTMENT FROM VOLUNTEER PROGRAM:

a Total Dollar Benefits of Volunteers, Item 2d **\$694,665.27**

b. Total of Donations to Volunteer Program, Item 3 **\$0.00**

c. Subtract Total of program Costs, Item 4d **\$11,689.80**

TOTAL PROGRAM BENEFIT:

\$682,975.47

6. **RECRUITING:**

Please describe your recruiting programs:

Use existing volunteers to recommend new volunteers.

7. **SPECIAL VOLUNTEER PROGRAM ACTIVITIES/ACHIEVEMENTS:**

Please describe any special activities and/or achievements your program was involved in during the period of this report:

Task Force Reception, and Board Proclamation.

8. **VOLUNTEER PROGRAM GOALS FOR FISCAL YEAR 2001-02:**

Please describe your program goals. Include activities, number of volunteers, recruitment, training, recognition and other goals: Train & work with 6 interns on answering phones,

phones, general clerical work, mass mailouts, convert files into mailing labels, merge letters, fax, phone

calls, research projects, write articles for newsletters, create brochures, flyers, & booklets for OTBD.

Recruitment through letters to universities, & MonsterTrak.

Review County Ordinances, Water Issues, & Develop New CEDS Report.

9. **GENERAL INFORMATION:**

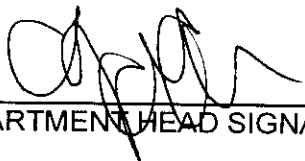
Name of person completing report: Cheryl A. Wahlin

Phone: 858-495-5494 Mail Stop O-227 E-Mail: cwahlich

Volunteer Coordinator: Cheryl a. Wahlin

Phone: 858-495-5494 Mail Stop O-227 E-Mail: cwahlich

10. **DEPARTMENT CERTIFICATION:**



DEPARTMENT HEAD SIGNATURE

7/27/01

DATE